



VACANCY ANNOUNCEMENT

POSITION TITLE: Human Resources and Administrative Assistant

VACANCY NUMBER: 001-2016-AD-HRAA

SALARY: Starting at \$40,000 to \$55,000 Commensurate with experience (Salary level will be competitive and determined in light of education, position-related experience, and professional accomplishments)

POSITION INFORMATION: **Administratively Determined, Full-Time, Term-Appointed Position**
(The initial term of appointment is one year and is renewable at the Commission's option. The position is not covered by provisions of 5 USC that apply to Executive Branch employees regarding appointment, termination, competitive service selection, and pay related rules and regulations.)

DUTY LOCATION: Washington, DC

WHO MAY BE CONSIDERED: Opened to all qualified U.S. citizens

SPECIAL REQUIREMENTS: The selectee for the position will be subject to a Public Trust background investigation.

DATE AVAILABLE **POSITION IS CURRENTLY OPEN: IMMEDIATE**

CLOSING DATE: Tuesday, January 31, 2017

CONTACT: Email: Opportunities@uscc.gov

ABOUT THE COMMISSION

The U.S.-China Economic and Security Review Commission (the Commission) was created by the United States Congress in October 2000, as a nonpartisan, legislative branch commission. The Commission's mission is to monitor, investigate, and make recommendations to Congress about matters of concern in the relationship between the United States and the People's Republic of China in the following areas: 1) weapons proliferation practices, 2) economics, 3) energy and natural resources, 4) investment and capital markets, 5) China's military, 6) China's cyber capabilities, 7) China's fiscal and monetary policy, 8) China's foreign policy, 9) China's compliance with the World Trade Organization, 10) freedom of speech and information in China, and 11) food, drug, and other product safety in China.

You can review the Commission's mandate in detail at <http://www.uscc.gov/about/uscc-charter>.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent is responsible for providing assistance and support to the administration and operation of the Commission. The work requires the ability to:

1. *Human Resources*

- Coordinate hiring actions.
- Coordinate and conduct in-processing and out-processing for new and exiting employees.
- Respond to and resolve staff's HR-related questions.
- Ensure staff comply with applicable HR-related requirements.
- Maintain position descriptions and employee performance plans.
- Maintain awareness of relevant Office of Personnel Management (OPM) notices and deadlines impacting staff.
- Maintain personnel files.

2. *Administrative Support*

- Provide general staff assistance within the full range of administrative functions, including, but not limited to: telephones, mailings, reception, calendars, meeting logistics and support, and general office maintenance.
- Monitor the general contact e-mail account.
- Support the preparation for public hearings and briefings.
- Prepare Federal Register notices.
- Distribute papers and reports to the Commission's e-mail distribution list.
- Prepare transcripts for posting to the Commission's website.
- Serve as the Commission's Timekeeper.
- Manage the Commission's website and ensure all content is continually updated.

QUALIFICATIONS

1. General office and administrative experience.
2. Demonstrated ability to work effectively as a member of a team or independently, multi-task, and maintain awareness of and adherence to varying priorities.
3. Demonstrated ability to present information clearly and concisely – verbally and in writing – to include preparing reports, briefings, and memoranda.
4. Solid understanding of IT systems and strong computer skills, especially in Microsoft Office applications such as Word, Excel, Outlook.

HOW TO APPLY

A complete package containing all required documents, as described below, must be sent via e-mail to Opportunities@uscc.gov. Please send all documents in PDF format. Incomplete packages will not be considered. Your application package must include:

1) Cover letter, to include:

- a. Position title
- b. Vacancy number
- c. Brief statement outlining your interest in the Commission and this position
- d. Concise, point-by-point responses to **all qualifications** listed above
- e. Your salary requirements and/or salary history
- f. Name and contact information for two professional references

2) Professional resume, to include:

- a. Chronological work history [starting with the most recent position held], education [including degrees and dates attained], applicable publications, etc.
- b. Position-related training course(s) (title and year)
- c. Job-related skills (e.g., computer software, program and database programs, etc).
- d. Job-related certificates and licenses
- e. Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.

NOTE: All the information requested above must be received by midnight EDT on the closing date or your application will not be considered.

WHAT TO EXPECT NEXT

After submitting your application package for this position you will receive an e-mail confirming receipt of your application materials. Applications will be reviewed as received on a rolling basis or after the closing date. You will be contacted via email if we wish to schedule an interview or require additional information.

OTHER IMPORTANT INFORMATION

The US-China Economic and Security Review Commission is an EEO employer and does not discriminate on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, or age.

The Commission will provide reasonable accommodation to applicants with disabilities as appropriate. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If selected for this position, before you can be formally hired you will be required to sign and certify the accuracy of the information in your application.

If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law as described in 5 USC 3328. – If you misrepresent your experience or education, or provide false or fraudulent information, it may be grounds for not hiring you or dismissing you after you start. Making false or fraudulent statements can be punishable by fine or imprisonment.

As federal government employees, Commission employees are eligible to participate in federal employee benefits programs, to include: health insurance (multiple carriers & multiple options); life insurance (FEGLI-multiple options); retirement (FERS or CSRS if applicable); and the Thrift Savings Program (TSP-multiple

options), the federal government's tax-deferred savings program. Employees accrue and may use annual and sick leave in accord with Commission policies and procedures.

This employment opportunity is also posted on the Commission website at:
<http://www.uscc.gov/about/job-opportunities>.